

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: September 16, 2011

CITY MANAGER'S OFFICE thru 9/16/2011

Communication:

- Created a Community Calendar bulletin for Spooktacular to run on DeltonaTV.
- Working with the City Clerk's Office on a bus shelter poster design for Spooktacular.
- Created a poster for the upcoming Fire Department Safety Day.
- Sent out a reminder about Simulcast in concert to those following us on our social networking sites.
- Posted an announcement about the Oct. 15th Caribbean Crew concert.
- Photographed Deltona Firefighters and VCSO representatives at Deltona Alliance Church on Sept. 11 and posted the photos on the City's Facebook page.
- Working on the following for the 1st Annual Deltona Christmas Parade:
 - Event posters for local businesses;
 - securing emcee talent for the Parade;
 - possible tech partnerships to broadcast the Parade live on DeltonaTV;
 - attracting area colleges/universities to participate in the Parade.
- Attended the Sept. 12th City Commission Workshop.
- Working on a program for Saturday's Station #65 Open House.
- Shot video at the Concert in the Amphitheater.
- Working with Public Works to ensure road improvement project notices are posted online promptly.
- Sent the October thru December edition of the City Newsletter to press.
- Produced VCSO Substation PSA for DeltonaTV.
- Produced Volunteer Recognition PSA for DeltonaTV.
- Produced Spring Business Forum Program for DeltonaTV.
- Updated the DeltonaTV on-air schedule for week of Sept 18th.
- Downloaded new programs for UCF- Global Perspectives, American Veteran and White House Chronicle, for broadcast on DeltonaTV.
- Writing scripts for Spooktacular Advancer, Relay for Life, and Senior Expo PSAs for DeltonaTV.
- Completed video reel for CGI Communications, to be used for City's internet video project.
- Worked with the Economic Development Office for a photo shoot of the members of the Economic Development Advisory Board.

Media Relations:

- Provided information and responded to questions regarding the City Budget and Millage for Ludi Lelis of the *Orlando Sentinel*.
- Provided information regarding the 9-11 flag presentation to the City at the September 6th Commission Meeting for Al Everson of the *DeLand Beacon*.
- Received an employee photo request from Mark Harper of the *Daytona Beach News Journal*.

Business Development:

- Discussions with Dr. Sorenson, Director of the Volusia County Health Department, regarding the Health Department's plans for Deltona:
 1. Community Needs Assessment;
 2. Expansion of Federally Qualified Health Centers (FQHC) in Deltona;
 3. A medical plaza in Deltona.
- Discussions with a local realtor doing lot assemblage for commercial construction.
- Attended, as Staff Liaison, the meeting of the Deltona Economic Development Advisory Board.
- Attended Florida Public Relations Association's SunRail Luncheon, Daytona Airport.
- Met with Wawa Regional Real Estate Manager and Planning & Development Department to discuss plans and sites in Deltona.
- Attended "myRegion.org" meeting in Orange City featuring Trey Carlson, Master Planner for NASA-Kennedy Space Center and Kevin Williams, Senior Director of Business Development for Space Florida; received updates on "Open For Business" and "SunRail".
- Attended a meeting of the West Volusia Incubator Project Committee and met with the guest speaker, John Wanamaker, afterwards.
- Attended both a webinar and a meeting in Orlando for the "Open for Business" Creating Access to Capital Regional Work Group.
- Hosted and attended a meeting with a local realtor/developer and a landowner regarding commercial development on Howland Boulevard.
- Attended Florida Public Relations Association's SunRail meeting in Daytona to get project updates.
- Attended the Ribbon Cutting Ceremony at the Deltona Fire Station Number 65.

BUILDING & ZONING SERVICES thru 9/09/2011

Building Permits issued for the week.....	47
Valuation of work permitted for the week.....	\$462,316.45
Inspections completed for the week	139
Total Permits issued for Fiscal Year 10/11	2,983
Valuation of work permitted for the year 10/11	\$32,120,975.67

Permits Issued:

A/C change out	12
Building Residential.....	1
Commercial Build-out.....	1
Door Replacement.....	2
Fence	6
Fire Alarm	2
Interior Repair	1
Reroof	5
Screen Enclosure	2
Shed	2
Solar panel.....	1
Water Heater replacement.....	8
Window replacement.....	4

Total **47**

CITY CLERK'S OFFICE thru 9/9/11

Department Staff:

2nd Floor HR/CC Walk-In Customers	74	
2nd Floor calls Answered	16	
Packages Picked Up	0	
Packages Received	30	
A/P Invoices Opened	156	
Newspapers	16	(9 hours)
Public Records Requests -- # Received	5	
Public Record Requests -- Amount Received	\$ 20.32	
Documents imaged, pages	1970	
Large scale drawings imaged, pages	397	

ENFORCEMENT SERVICES DEPARTMENT thru 9/09/2011

Requests for services this week	339	
Animals impounded at the humane societies	17	
Citation warnings issued	31	
Courtesy notices	126	
Abatement notices	62	
Citations issued	4	
Code Enforcement telephone calls	131	
Solid Waste calls	86	
Citizen walk in requests for Code Enforcement assistance	12	
Citizen walk in requests for Solid Waste assistance	5	
Properties requiring grass to be cut by contractors	41	(at a cost of \$1,435.00)
Certified mailings sent out	79	(at a cost of \$441.61)
Money collected for Animal tags, liens and return to owners	\$10,526.00	
Foreclosures last week:		
Deltona	13	
Volusia County	47	
Total	60	

FINANCE DEPARTMENT thru 9/15/2011

- Working on FY11/12 renewals/contract updates.
- Closing out PO's for FY 10/11.
- Entering budget into financial software system.

FIRE DEPARTMENT thru 9/15/2011

Fire Chief:

- Met with VCFS Director/Chief Pozzo and Deputy Chief Plummer to discuss renewal of our expired Closest-Unit Response (CUR) Agreement with Volusia County Fire Services.
 - The consolidation of 9-1-1 communications will make inter-agency cooperation and true closest-unit response seamless and more practical.

- With the consolidation of EVAC under Volusia County and consolidated communications, VCFS will cease to respond to “Ambulance Only” calls in the surrounding County areas; VCFS will begin transporting patients out of the Osteen area once their new concept vehicle arrives – sometime in November.
- A CUR with VCFS will provide enhanced responses in some of Deltona’s fringe areas such as Stone Island or the Osteen stations which may be closer.
 - We currently use VCFS as a first-due unit to the Lakeshore condominiums and the incorporated area around Reed Ellis Road.
- Attached to this Weekly Report are maps showing “Bleed” areas where VCFS can overlap into Deltona response areas for CUR coverage if our units are otherwise committed. (Exhibits A & B)
- The possibility of reimbursement was discussed, should there be an imbalance of services *provided vs. received* by either entity; a formula and schedule of review of data needs to be developed and incorporated into the CUR agreement.
- Met with the VCSO’s Communications Center transition team to develop a timeline and schedule to ensure a smooth transition.
 - The transition to VCSO Communications will be on September 29th @ 8:00 AM. Deltona’s center will be staffed to handle 10-digit calls received and ensure a smooth transition and timely dispatch of our resources.
 - We anticipate a smooth transition and VCSO to assume full control of Deltona’s Communications Center by 6:00 PM on the 29th; we will discontinue staffing our center at that time.
 - A phone tree directing callers to 386-860-7177 has been developed to route callers to the appropriate department or division; after 4:30 PM, weekends and holidays, 386-860-7177 will be answered by VCSO Communications.
- Attended a Spooktacular planning committee meeting.
- Attended two 9-1-1 Remembrance ceremonies at Deltona Lakes Baptist Church and Trinity Assembly of God.
- Developed a training program for deployment of Mobile Data Terminals (MDTs) and conducted testing of two MDTs with VCSO to ensure connectivity and to resolve any potential issues prior to September 29th; developed associated MDT policy to send to the Firefighters’ Union for review, input and approval prior to implementation.
- Met with Human Resources and Building & Enforcement Services to discuss and firm up the transition plan of Fire Loss Management to Building & Enforcement Services on September 30th.

HUMAN RESOURCES DEPARTMENT thru 9/14/2011

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (1061)
- Applications received:
 - (2) Waste Water Operator
 - (10) Utility Systems Tech
 - (16) Stormwater Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Reposted the Utility Maintenance Tech Position.
- Separation including exit interview: M. Hogan, telecommunicator (Resignation)

- FMLA requests: 3.
- Reviewed several employee discipline and/or performance issues with pertinent supervisors/managers.
- Conducted Wellness meeting to start planning Heath Fair for November.
- Participated in VCSO Transition update meeting (dispatchers).
- Finalizing the voluntary ICMA-RC 457 Loan Program (pilot benefit program with no cost to City) for an October rollout.
- Coordinating the startup of an IT/Finance/HR project team to review automated time/attendance programs.

Risk Management:

- Worked with vendor to obtain quotes for upgrading card access system.
- Worked with vendor to obtain quote for closed-circuit TV cameras.
- Worked with vendor to obtain quote for second floor reception remodel.
- Initiated DDC class.
- Conducted safety training for PW, SW, DW employees.
- Conducted DOT random CDL drug testing.

PARKS AND RECREATION DEPARTMENT thru 9/10/11

Administration:

- Farmers Market: 7 vendors, 139 cars.
- Hosted concert and car show at the Amphitheater featuring Simulcast; over 800 people in attendance.
- Hosted the Youth Advisory Sub Committee meeting.
- Hosted Parks & Recreation Advisory Board meeting.
- Met with representatives from Progress Energy (Duke) to conduct an energy evaluation of City facilities.
- Hosted the Citizen Accessibility Advisory Sub Committee meeting.
- Met with Commissioner Zischkau to discuss a citizen concern regarding the West Volusia Pony Little League.
- Provided logistical support for the grand opening of Fire Station #65.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|-------------------------|
| • Deltona Community Center | 2 permits issued | Weekly attendance – 756 |
| • Harris M. Saxon Community Center | 1 permit issued | Weekly attendance – 312 |
| • Wes Crile Park | 4 permits issued | Weekly attendance – 802 |
| • Skate Park | 13 new passes | Weekly attendance – 582 |

Special Events/Programs:

- Amphitheater:
 - Concert with Then2No is scheduled for Saturday, October 8, 2011.
 - Concert with Caribbean Crew is scheduled for Saturday, October 15, 2011.
- Dupont Lakes:
 - Kids All American Fishing Derby has been postponed due to low water levels.
- Harris M. Saxon Community Center:
 - Zumba dance classes continue on Mondays at 7:00p.m.
 - Boys and Girls Club after school program continues.

City Leagues Currently Underway:

- Men's fall league begins on Monday, September 26th.
- Men's senior league begins on Monday, September 19th.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball fall season will start in September.
- Deltona Little League fall season will start in September.
- Deltona Panthers Football and Cheerleading continue.
- FBVA fall program begins in October.
- Deltona Youth Soccer fall season continues.
- Stetson Futbol fall season continues.

Parks Maintenance:

- Mowed, edged and weed-eated the following: Campbell, City Hall, CVS Park, Deltona Community Center, Dupont Lakes, Dwight Hawkins, Farmers Market lot, Manny Rodriguez, Tom Hoffman and Vann Park.
- Campbell Park – Installed windscreen on canoe shack.
- Deltona Community Center – Restroom repairs.
- Dupont Lakes – Removed graffiti from dugout; trimmed trees around the park; removed fallen trees.
- Harris Saxon – Removed fallen trees.
- Wes Crile Park – Re-attached wind screen on tennis court.

Parks Maintenance – Miscellaneous:

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing paper towel and toilet paper dispensers.

- Picked up supplies and delivered to the Sheriff's office.

City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:

Weekly tasks include cleaning the Fire Station; inspecting Sheriff's building; vacuuming; emptying trash from DSC classrooms; emptying trash for different departments; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; sweeping sidewalk; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replenishing restroom supplies throughout the entire building; cleaning restrooms; unclogging various toilets in restrooms on both floors; replacing light bulbs throughout the building, courtyard and walkway; cleaning front of building; replacing restroom fresheners and batteries; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.

- Checked the air conditioning unit in the media room.
- Cleared out plants and weeds (walkway to the flags) and mulched.
- Removed plants in courtyard.
- Escorted Irvine Mechanical.
- Shut off water to first floor ladies room.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex.
 - Baseball and Pony League Fields.
 - Vann Park.
 - Dupont Lakes.
 - Wes Crile Park.
 - Sprayed Vann Park, Dupont Lakes and Wes Crile for weeds.
 - Edged all fields at Vann Park.
- Sports Complex:
 - Lined football field for Trinity Football.
 - Edged all fields at Pony League.
 - Sprayed for weeds at the Complex and the Pony League.

PLANNING & DEVELOPMENT SERVICES thru 9/14/2011

Executive Summary:

The Planning and Development Services Department sent the City's Reapportionment Plan to the Volusia County Supervisor of Elections following City Commission adoption of Ordinance No. 17-2011 at the September 6, 2011 Public Hearing. The Plan included a report describing each new Commission District and the resulting changes from the past decade. Both the ordinance and the report included graphics depicting the new political boundaries for the next ten (10) years. Staff greatly appreciates the support that it has received from Faith Miller, Mayor Masiarczyk, and the City Commission throughout the process. From start to finish, the City spent exactly two months on the plan, which represents a unified and efficient process.

Planning:

The Planning Section is noticing the results of the expedited development review process in place with the construction efforts underway at Lohman's Funeral Home, Epic Movie Theater, Shops of DuPont Lakes, and two Family Dollars (Catalina Blvd. and Doyle Rd.) The construction activity reflects the prevailing spirit of cooperation to assist applicants through the process in a timely manner and is resulting in action on the part of development teams to move forward on projects. With the Small Scale Future Land Use Map Amendments being brought to the Commission at the September 19th Public Hearing, the City is taking a proactive step to attract future businesses and minimize the amount of time a potential prospect could spend taking projects through the entitlement process.

Housing & Community Development:

The Community Development Section is working on the following:

1. CDBG – Staff is focused on the monitoring process of the subrecipients within the current fiscal year.
2. NSP 1 & 3 – The 50th NSP 1 house will be completed for rehabilitation by the end of this week. This marks a very short rehabilitation effort within the program of one-year to repair 50 homes. Also within that one-year, the City completed 21 home sales and has an additional nine (9) contract offers to close; leaving a remaining 20 units to sell. Staff is attempting to acquire up to 20 additional homes between both NSP 1 and NSP 3 programs and offers are beginning to be made on two units in the southwest portion of the City.

3. SHIP – The SHIP Annual Report is being completed by the September 15th deadline and will be sent to the State for their review and approval. Staff met with the Finance Department on the report and is verifying the report with the Florida Housing Coalition prior to sending the final version to the State on September 15th.

PUBLIC WORKS thru 9/09/2011

Traffic Operations:

Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
 - Completed 1 sign repair work ticket in the City.
 - Fabricated 18 new street name signs.
 - Installed 8 new street name signs.
 - Fabricated and installed (1) 35 mph sign at the following locations: 1075; 1450; 1500; 1592 Ft Smith Blvd.
- **Asphalt:**
 - Completed 7 asphalt work tickets and used 1 ton of asphalt.
 - Repaired road on Morven Ct for Stormwater Department – 3 ½ tons.
- **Thermoplastic Stripping:** 12” white stop bars – 6 locations – 94’ total.
- **Message Boards:** Installed for concert at Saxon & Normandy; Providence & Eustace.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians –Elkcam Blvd; Normandy Blvd; Providence Blvd; Howland Blvd – trimmed all palms from Loblolly to Roseapple.
 - City Homes – 591 N Firwood; 1049 Falcon; 1787 Ft Smith; 1177 Hastings.
 - City Signs – Howland Blvd.
 - Misc – Saxon & I-4 – trimmed 4 palm trees.
- **Concrete:**
 - Sidewalks Repairs: Alexander – 150’x 8’.
 - New Sidewalk Installation – Comerwood Dr – 1690’.
- **Clam Truck:**
 - Debris – 13.
 - Trimming – 5.
- **Slope Mowing:** Silverdale & Sedgefield – 200’; Silverdale between Sedgefield & Scottville – 920’; Sedgefield between Tansboro & Silverdale – 280’; 1230 Nixonton – 200’; 1440 Galena – 80’; 1480 Galena – 130’; 1409 Old Mill – 270’; 1450 Old Mill – 160’; 2147 Old Mill – 40’; Old Mill & Detroit – 80’; Dressel – 360’; 1441 Old Mill – 80’; 2230 Old Mill – 160’; 1310 Belmar – 220’; 2166 & 2156 Old Mill – 180’; 2200 Old Mill – 200’.
- **Misc** – 1392 Seagate – install handrail where drainage structure is located.

Fleet Maintenance Division:

- Vehicles PM – 4; Repairs – 8
- Equipment PM – 2; Repairs – 11
- Road Calls 2
- Parts Run/Vehicle Delivery 1

Stormwater Division:

Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
 - 1825 Morven Ct – installed 210' of 18" pipe; cut down basins and poured collars around them; reshaped swales; placed sod.
 - 2695 Groveland – reshaped swales; placed sod.
 - 2041 Apricot – installed 20' of 24" sock pipe and one basin.
- **Drainage Rehabilitation Crew:**
 - 2700 feet of drainage rehabilitated.
 - Ditches Menzi mowed – 2916 Covington; 2939 Covington; Jewel; Riverhead; Coachman area; 2800 Flynn; 936 Utica.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 1 acre mowed.
 - Ditches mowed – 1333 Nadine; 1309 Montoya; 1400 Walton; 2880 Ulmer; 1372 Tartan; 1298 Tartan; 1118 Peak; 1072 Peak; 1010 Treadway; 2901 Fish Cover; 2481 India; 3039 Blaine; 2442 Walkertown; 730 Leeward.
- **Right of Way Mowing Crew:**
 - 15.5 miles of right of way mowed.
 - Main roads mowed – Elkcarn from Providence to Courtland; Courtland from Beckwith to Ft Smith.
 - Sectors mowed – 12; 13.
 - Alley mowed – 566; 570.
- **Right of Way Litter Crew:**
 - 173.25 gallons of litter removed.
 - Main roads – Elkcarn twice; Courtland Blvd.
- **Misc:**
 - Adler – mowed the right of way at intersection with Monterey.
 - India Blvd – picked up debris at the intersection with Humphrey.
 - 201 Howland Blvd – maintenance on aquatech.
 - City Wide – inspected ditches that have been sprayed.
 - 762 Mentmore Cir – pull up filter fabric from boxes; pick up pallets; fix sprinkler.
 - Wheeling Ave – repaired suction line at pump.

UTILITIES thru 9/11/2011

Customer Service

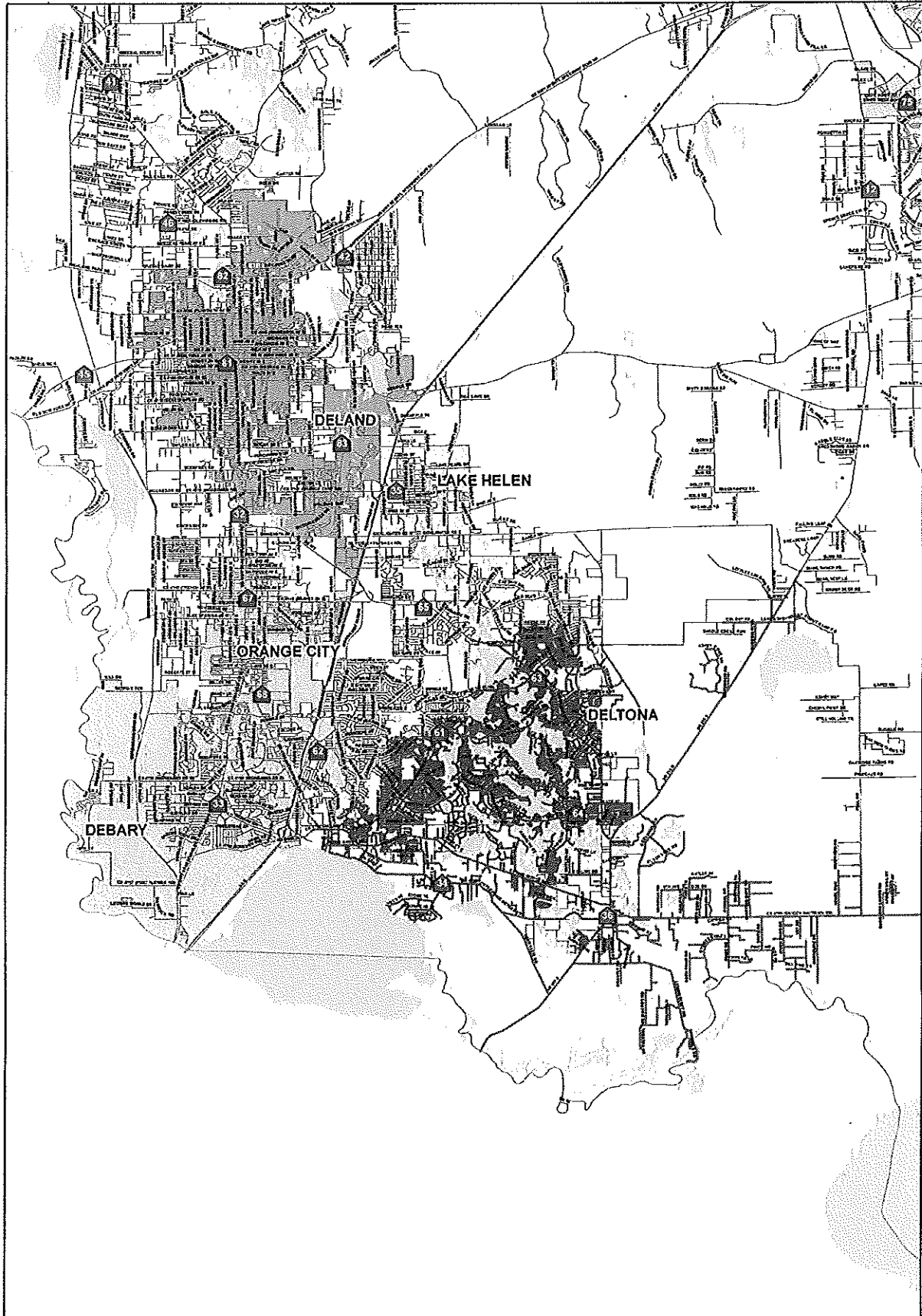
September 2011	5	6	7	8	9	10	11	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	X	1027	679	327	335	X	X	2368
Ebox	X	318	440	151	182	X	X	1091
Call Center Calls	X	634	517	349	430	X	X	1930
Walk-ins/Drop Box	X	441	266	201	209	X	X	1117
On-line Payments	174	146	136	148	177	109	79	969

Customers Disconnected for Non-Pay

September 2011	7	8	Total
	Wed	Thurs	
Cycle	1	2	
Total on Disconnect List	70		70
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

September 2011	5	6	7	8	9	10	11	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets								
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement								
Fire Hydrant Repair			1					1
Replace Meter Box			1	1	1			3
Locates Received		7	9	4	6			26
Locates Completed		8	3	12	6			29
Main Leaks		1	1					2
Service Leaks		4	2	2	2	4	1	15
Sewer Repairs								
Sewer Blockage			1					1
KV2 Valves		1		2				3
Service Replacements		3	2	2				7
Meter Change Outs		1	2	2	5			10
Service Orders		103	90	118	70			381
Disconnects			70					70
Drainfield Leaks								
Meter Retirements		3	4	1				8



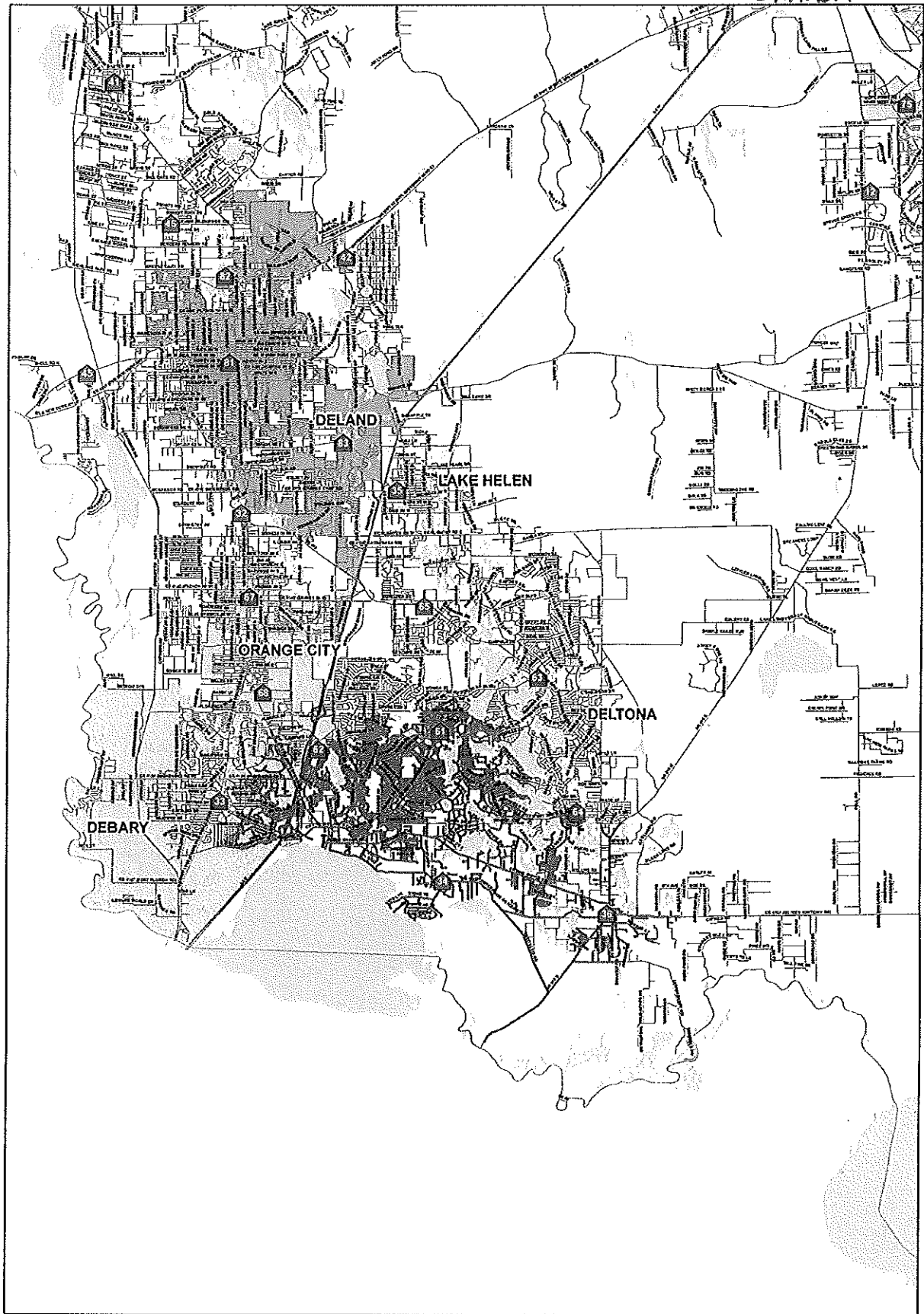
Southwest Volusia 10-Minute Bleed Station 36



- County Station
- City Station

—— Station 36





Southwest Volusia 8-Minute Bleed Station 34

- County Station
- City Station
- Station 34

